

ARIZONA VETERANS SERVICE COMMISSION

INTERNAL MANAGEMENT POLICY 96-02

SUBJECT: SOLICITATION

EFFECTIVE DATE: March 4, 1996

- 1.0 POLICY: Solicitation is NOT permitted in working areas at any time with the following exceptions:
- 1.1 Materials posted on bulletin boards which shall be located in or near working areas.
 - 1.2 Activities sanctioned by the State for State connected business or charitable purposes.
- 2.0 AUTHORITY: A.R.S. § 41.604, Duties and Powers of the Director.
- 3.0 RESPONSIBILITY: Advertising or solicitation materials shall be posted in working areas only on bulletin boards designated by the Division Administrator. Division Administrators have the right to remove obscene, libelous and outdated materials from bulletin boards. No State materials, supplies, services or equipment may be used for solicitation purposes.
- 4.0 PROCEDURES:
- 4.1 Solicitation must be conducted in a manner which does not interfere with the work of any employee or activities of the Commission.
 - 4.2 Solicitation requests must be made in writing to the Director, AVSC. The Director or his/her designated representative shall respond in writing to the requestor within three working days.
 - 4.3 The Administrator, Arizona State Veteran Home-Phoenix shall designate an area such as a break room or staff dining area to be used for approved solicitation purposes. The use of these areas shall be scheduled on a first come, first served basis. It is understood that such solicitation shall not disrupt or impede the work place.
- 5.0 IMPLEMENTATION This policy shall be implemented without change on the effective date.



Norman O. Gallion
Director